

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6274

TITLE: CARPENTER I

GRADE: S-16

DEFINITION:

Under direction, performs a variety of skilled finish and rough carpentry tasks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Carpenter I class is distinguished from the Carpenter II class in that positions assigned to the Carpenter I class perform routine tasks and require guidance from positions assigned to the Carpenter II class. Positions assigned to the Carpenter II class are expected to perform complex tasks and may lead the work of Carpenter I's and/or other trade helpers.

ILLUSTRATIVE DUTIES:

Constructs and installs wall partitions, door openings, system furniture, suspended ceilings, etc.;
Repairs roofs, walls, floors, ceilings, steps, sidewalks, thresholds, handrails, counter tops, stall partitions, flag poles, etc.;

Repairs or replaces doors and associated hardware as well as inspecting/installing fire extinguishers and Know boxes;

Assembles, installs and repairs office furniture, shelves, blinds, shades, picnic tables, benches, outdoor equipment as well as fitting and installing interior and exterior trim;

Performs preventive maintenance on interior and exterior overhead doors, fire doors, roofs, roof drains, gutters and downspouts;

Operates service vehicle and maintains inventory of materials and equipment in vehicle;

May supervise Maintenance Trade Helpers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of the standards, practices and equipment of the carpentry trade;

Basic knowledge of applicable state and national codes;

Knowledge of safety regulations and procedures as well as common hazards associated with carpentry;

Ability to follow written and oral instructions as well as drawings, specifications and manufacturer's manuals;

Ability to estimate time and materials needs;

Ability to maintain good interpersonal relationships;

Ability to train/instruct Maintenance Trade Helpers;

Ability to perform duties in inclement weather, climb ladders and scaffolds and routinely work in dark, hot, cold, damp environments in tiring, physically demanding positions for long periods of time with possible exposure to hazardous materials ie. asbestos.

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EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

High school diploma or G.E.D. issued by a state department of education; AND

Completion of an acceptable apprentice-level training program.

Four years of experience may be substituted for the apprentice-level training program.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Motor Vehicle Operator's License.

REVISED/REGRADED:	June 2, 2006
REVISED:	March, 2006
REVISED:	August 3, 1981